UNITED STATES DEPARTMENT OF
AGRICULTURE

Outlook Client Side SPAM Rule

USDA

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Outlook Client Side SPAM Rule

Revision History

Version	Date	Details	Created/Reviewed
1.0	08-04-04	Draft	John Pretti
2.0	08-26-04	Final Revision	John Pretti
2.1	08-26-04	Corrected Screenshot	John Pretti
2.2	04-21-04	Corrected verbage	John Pretti

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OVERVIEW

In order to prevent the triggering of SPAM rules on emails that are valid (also known as false positives), the CCE Email team has set the acceptable SPAM score to a level of 10. What this means is that any email that has been scored a 10 based on the email gateway rule sets will be tagged as SPAM and re-routed to an administrator for review. While this captures a majority of the SPAM, some users will require much tighter tolerances. This document outlines how to create an Outlook Client Rule for the users who would like additional SPAM filtering.

1 CREATE A PROBABLE SPAM FOLDER

This section outlines the steps required to create a folder to contain any SPAM. **Please note that this folder will still require checking by the end user to ensure the validity of the email as either a good email or SPAM.** If the email is determined as a good email, the end user can move to a folder of choice or if the email is deemed as SPAM, it can simply be deleted.
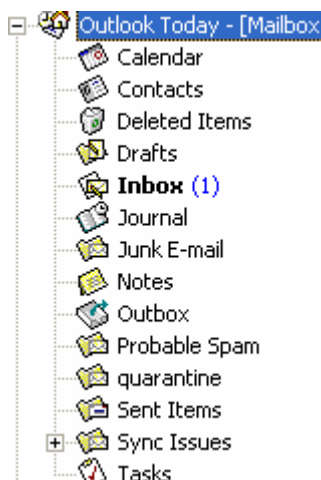
1. Open Outlook client

2. **Right** click on **Mailbox – Lastname, Firstname – City, ST** and select **New Folder**
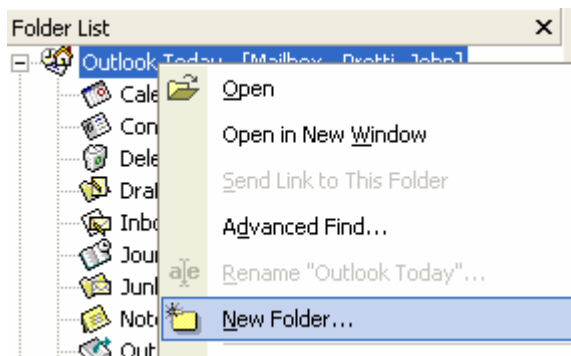
3. In the **Name** field enter the folder name **Probable Spam**, making sure that the user's mailbox is selected. Click **OK** to create the folder in the user's mailbox.
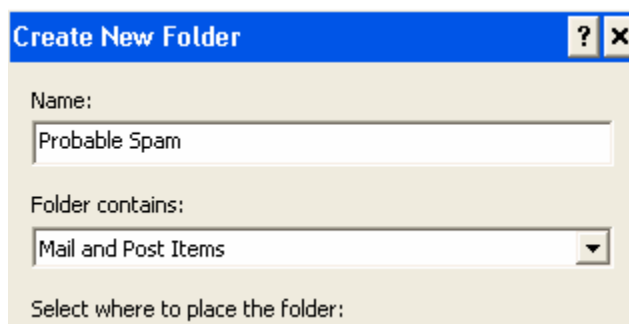
4. Upon creating the folder, the resulting folder list will appear as follows:

2 CREATING THE SPAM RULE

After creating the folder, the user will need to create the rule. The CCE Email Team suggests **not setting the X-Nai-Spam-Level lower than a score of 5**. The following steps outline creating the client side SPAM rule with a tolerance score level of 5. This rule translates to any email with a SPAM level of higher than 5 will be tagged as SPAM and moved to the Probable Spam folder.
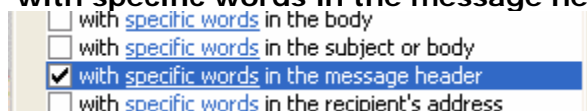
1. Open Outlook
2. Click Tools – Rules Wizard
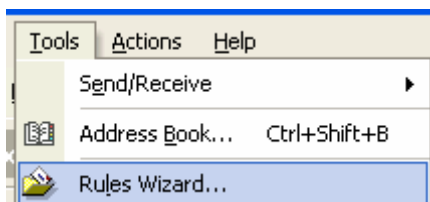
3. Accept the defaults for "**Apply changes to this folder**:" and click **New**:
4. Click the radio button that states "**Start from a blank rule**" and ensure that "**Check messages when they arrive**" is selected and click **Next**.
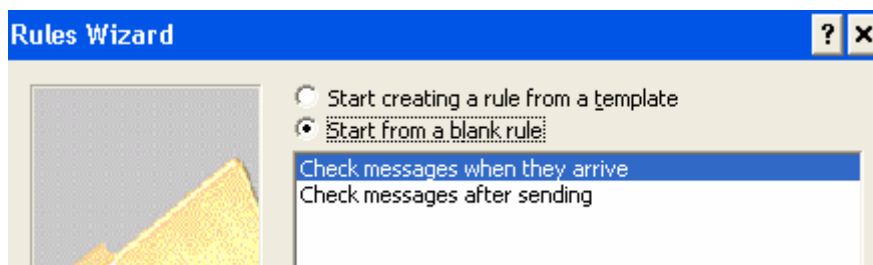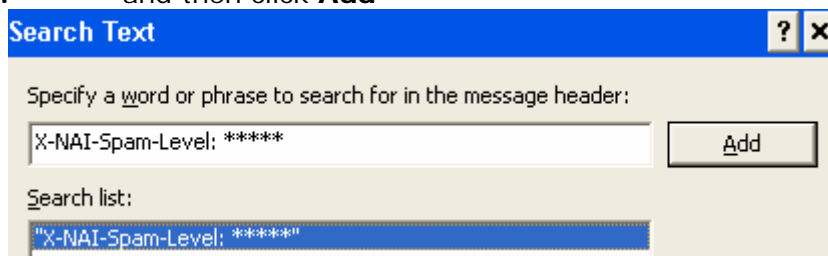

5. Select the rule "**with specific words in the message header**"

6. In the **Rule description** box, double click the "**specific words**" link
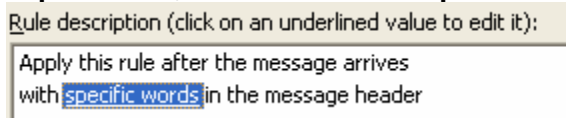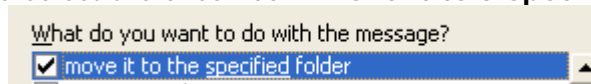

7. In the **Search Text** dialog box enter the following phrase: **X-NAI-Spam-Level: ******* and then click **Add**
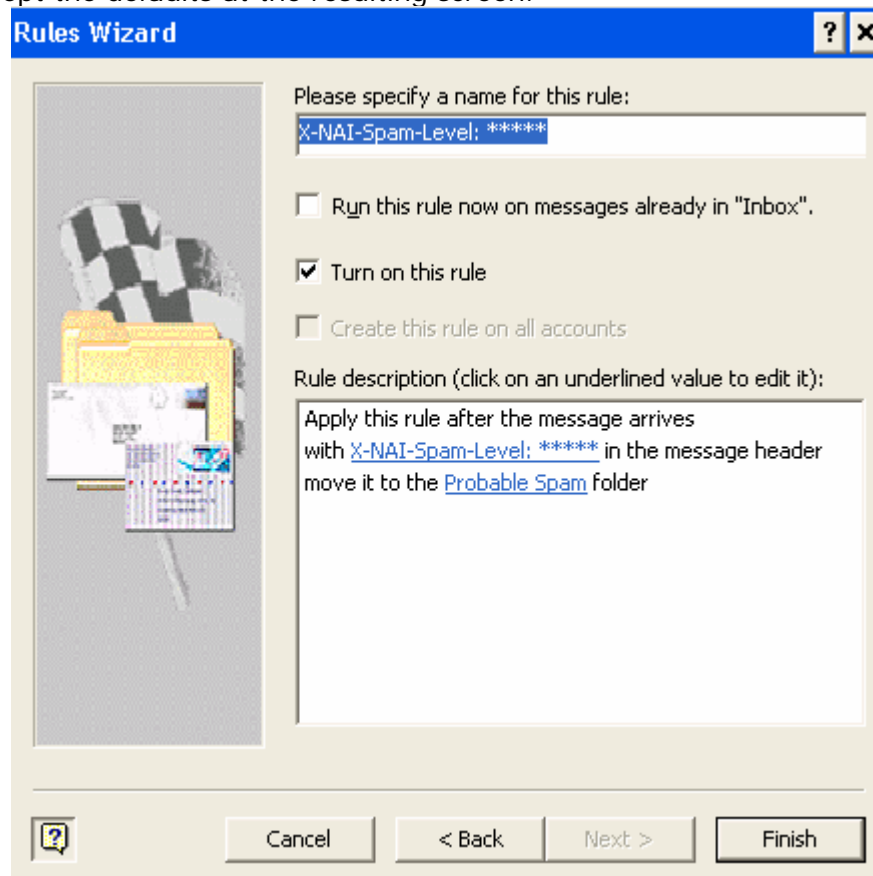
Outlook Client Side SPAM Rule

8. Click **OK** to complete the rule.
9. Click **Next**, and select the check box "**move it to a specified folder**"

> What do you want to do with the message?
> ☑ move it to the specified folder   ▲

10. In the **rule description** box, **double click** on the "**specified**" folder link to set the folder to move the messages to.
11. Set the folder to the **Probable Spam** folder created in Section 1 of this document and click **OK**.

> Inbox
> Journal
> Junk E-mail
> Notes
> Outbox
> Probable Spam
> quarantine
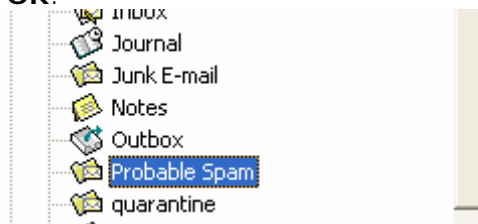
12. Click **Next**.
13. The user will not need to **add any exceptions**. Click **Next** again.
14. Accept the defaults at the resulting screen:

> **Rules Wizard**   ? ✕
>
> Please specify a name for this rule:
> X-NAI-Spam-Level: *****
>
> ☐ Run this rule now on messages already in "Inbox".
>
> ☑ Turn on this rule
>
> ☐ Create this rule on all accounts
>
> Rule description (click on an underlined value to edit it):
> Apply this rule after the message arrives
> with X-NAI-Spam-Level: ***** in the message header
> move it to the Probable Spam folder
>
> Cancel   < Back   Next >   Finish

15. Click **Finish**.
16. Click **OK** to complete the new rule and exit the rules wizard

3   QUESTIONS/COMMENTS

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